

**Reference No:** 21/2004;     **Date:** 13/08/2004

**Circular 21/2004:- Agreement on incremental credit for previous service for entry levels at Clerical Officer, Executive Officer, or equivalent grades represented by the Civil and Public Services Union (CPSU) and Public Services Executive Union (PSEU)**

13 August 2004

Circular 21/2004: Agreement on incremental credit for previous service for entry levels at Clerical Officer, Executive Officer, or equivalent grades represented by Civil and Public Services Union (CPSU) and Public Services Executive Union (PSEU).

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that he has accepted the recommendations of General Council Report No. 1443 which provides for the granting of incremental credit for previous service to officers at Clerical Officer and Executive Officer, or equivalent grades represented by Civil and Public Service Union (CPSU) and Public Service Executive Union (PSEU).

I am accordingly to convey sanction for the implementation of the provisions detailed below.

2. Details of the agreement:

[a] Experience

(i) The agreement is in respect of persons who have previously been employed in the public service in Ireland, within the meaning of Section 1 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (Appendix 1), or an equivalent body in the EU Member States at the grade of Clerical Officer (CO) or Executive Officer (EO) or at an equivalent grade. Although the following bodies are excluded under Schedule 1 of the Act (Appendix 2), solely for the purposes of this Circular, they should be counted as Public Service bodies; An Post, Telecom Eireann, Coillte Teo. and Irish Aviation Authority.

(ii) Experience in the public service in Ireland or in the EU member states will have to be relevant to the work of the grade.

(iii) Incremental credit will not be given for service on former age points that have been eliminated from the pay scales or where employees have benefited from age related pay.  
Qualifying service means actual service less three years in the case of clerical officers and actual service less four years in the case of executive officers, to take account of points that have been eliminated from the incremental scales.

(iv) Incremental credit will be granted on the following basis:

One increment per year for the first five years of qualifying service  
Six increments for an employee with previous qualifying service of six years to less than ten years  
Seven increments for an employee with ten or more years qualifying service.

(v) An officer's incremental date may be adjusted to take account of part of a year's service where officers have less than 6 years qualifying service. For example, an officer with qualifying service of two years and three months would be given two increments on appointment. This officer would receive their next annual increment after nine months satisfactory service when the combination of qualifying and actual service would reach one year. This does not affect probation or contract year regulations.

(vi) Credit will not be given for service which has already been taken into account for the purpose of setting starting pay.

#### [b] Verification

(i) Persons claiming credit for previous service must give comprehensive and accurate information to their employing department in support of their claim.

Credit for previous service will not be awarded until the employing Department has satisfactorily completed such measures as it considers appropriate to authenticate the claim.

(ii) Departments should endeavour to complete enquiries in three months.

#### [c] Application

(i) In general application for incremental credit will be considered only at the point of entry to the Civil Service. The onus will be on the candidate to claim.

New recruits will be informed of this arrangement in the letter of offer. However applications for incremental credit from serving staff, who have previous experience prior to their current appointment, and who were recruited in the grades of Clerical Officer, Executive Officer or equivalent, will be considered.

(ii) The Agreement is effective from 1 October 2002.

(iii) Former civil servants currently employed will also get credit from 1 October 2002.

(iv) Staff with prior qualifying service promoted between 1 May 2000 and 30 September 2002 inclusive may have their notional starting pay on promotion recalculated to take account of credit on the basis set out in 2 (c)(iv). Actual pay should only be revised with effect from 1 October 2002.

#### [d] Temporary service

For the purpose of incremental progression, temporary officers in the Clerical Officer and Executive Officer grades should be treated in the same way as permanent officers.

#### [f] Overtime

Payment in respect of overtime rendered on or subsequent to 1 October 2002 by officers of grades to which this circular applies should be calculated by

reference to pay as increased from 1 October 2002.

(g) Seniority

The agreement will not affect existing seniority arrangements. Local arrangements in relation to seniority will continue to apply.

(h) Queries

Any queries regarding the contents of this circular should be referred in writing to Careers and Appointments Section, Department of Finance, 73-79 Lower Mount Street, Dublin 2, or emailed to [careersandappointments@finance.gov.ie](mailto:careersandappointments@finance.gov.ie). Personal enquiries from individual officers should be referred to the officer's own Personnel Section.

Mise le meas,

John O'Connell  
Assistant Secretary

## APPENDIX 1

Extract from Section 1 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004

“public service body” means-

- (a) the Civil Service,
- (b) the Garda Síochána,
- (c) the Permanent Defence Force,

- (d) a local authority for the purposes of the Local Government Act 2001,
- (e) a health board,
- (f) a vocational education committee established under section 7 of the Vocational Education Act 1930,
- (g) a body, other than a body set out in Schedule 1-
  - (i) established by or under any enactment (other than the Companies Acts 1963 to 2003), or
  - (ii) established under the Companies Acts 1963 to 2003 in pursuance of powers conferred by or under another enactment, and financed wholly or partly by means of moneys provided, or loans made or guaranteed, by a Minister of the Government,
- (h) any body, other than a body set out in Schedule 1, wholly or partly funded out of moneys provided by the Oireachtas or from the Central Fund or the growing produce of that Fund and in respect of which a public service pension scheme exists or applies or may be made,
- (i) any subsidiary of a body to which paragraph (d), (e) or (g) relates and in respect of which a public service pension scheme exists or applies or may be made.

## APPENDIX 2

[No. 7]

Public Service Superannuation  
(Miscellaneous Provisions) Act

[2004.]

2004

Section 1.

### SCHEDULE 1

BODIES TO WHICH THE DEFINITION OF "PUBLIC SERVICE BODY" DOES NOT APPLY

A body which has an occupational pension scheme or arrangement that is made or may be made under the agreement between the Government of Ireland and the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland establishing Implementation Bodies done at Dublin 8 March 1999.

Aer Lingus Group p.l.c.

Aer Rianta c.p.t.

Arramara Teoranta.

Bord Gáis Éireann.

Bord na gCon.

Bord na Móna.

Córas Iompair Éireann.

Coillte Teoranta.

Electricity Supply Board.

A Harbour authority within the meaning of the Harbours Act 1946 or company to which section 7 of the Harbours Act 1996 relates.

Horse Racing Ireland.

Irish National Stud Company Limited.

Irish Aviation Authority.

An Post.

An Post National Lottery Company.

Radio Teilifís Éireann.

Railway Procurement Agency.

Voluntary Health Insurance Board.

A subsidiary of any body to which this Schedule relates, including a subsidiary of any subsidiary.